

How to Find The Confidence to Get More Done

(And Magnetically Attract New Customers)

~Worksheet~

Brought to you by: Lisa M Cope

Worksheet: How to Find The Confidence to Get More Done
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Finding renewed confidence begins with deciding what steps you need to take. This worksheet will help you brainstorm your best strategies. Please print this out and use it!

Steps to take	Actions
<p>1. In the following areas, my actions are:</p> <p>PERSONAL LIFE</p> <ul style="list-style-type: none">• Confident• Insecure• Specific areas that need work: <hr/> <hr/> <hr/> <p>FINANCIAL PRACTICES</p> <ul style="list-style-type: none">• Confident• Insecure• Specific areas that need work: <hr/> <hr/> <hr/> <p>SPIRITUAL</p> <ul style="list-style-type: none">• Confident• Insecure• Specific areas that need work: <hr/> <hr/> <hr/>	<p>ACTIONS TO TAKE:</p> <ul style="list-style-type: none">■ _____■ _____■ _____■ _____■ _____ <p>ACTIONS TO TAKE:</p> <ul style="list-style-type: none">■ _____■ _____■ _____■ _____■ _____ <p>ACTIONS TO TAKE:</p> <ul style="list-style-type: none">■ _____■ _____■ _____■ _____■ _____

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HEALTH

- Confident
- Insecure
- Specific areas that need work:

BUSINESS

- Confident
- Insecure
- Specific areas that need work:

MARKETING AND PROMOTION

- Confident
- Insecure
- Specific areas that need work:

ACTIONS TO TAKE:

- ---
- ---
- ---
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- ---

ACTIONS TO TAKE:

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ACTIONS TO TAKE:

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2. Things/situations that make me procrastinate are:

- _____
- _____
- _____
- _____
- _____
- _____

3. I feel that:

- I have the credentials, experience and accreditation I need
- I do not have the credentials or accreditation I need
- I do not have the experience I need

4. One small task I will achieve every day is...

One medium task I will achieve every day is...

One large task I will achieve every day is...

INSTEAD OF PROCRASTINATING, I WILL:

- _____
- _____
- _____
- _____
- _____
- _____

ACTIONS TO TAKE:

- Take a general coaching certification course
- Take a niche-specific certification or training course
- Apply for accreditation with appropriate organizations based on work I have already done
- Take a course or workshop
- Other _____

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5. Negative people I need to “fire” and expel from my life (or drastically reduce interaction with) are:

Relationship: _____

Relationship: _____

Relationship: _____

ACTIONS I HAVE TAKEN TO ACHIEVE THIS:

6. Tools I plan to use are:

Self-help books, CDs or videos

Courses

Workshops

Mentor

Coach

Assertiveness training

Specialized training in other areas:

Outsourcing tasks that drain my confidence and waste my time

NOTES:

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7. In the column to the right, list at least three new habits you are committed to creating and practicing.

■ _____
■ _____
■ _____

8. Practice using the rating system to help yourself reframe your reactions towards setbacks. Remember that "1" would be the most minor and "10" the most devastating.

WRITE DOWN YOUR MOST COMMON TYPES OF SETBACKS. ASSESS AND RATE EACH ONE BY CIRCLING OR HIGHLIGHTING THE NUMBER YOU ASSIGN.

■ _____
1 2 3 4 5 6 7 8 9 10

9. After you have completed # 8, above, ask yourself for each question: "Is this reaction pessimistic and negative, realistic, or positive?" Then (with a different-colored highlighter or circle) make any corrections you feel you can make.

■ _____
1 2 3 4 5 6 7 8 9 10

■ _____
1 2 3 4 5 6 7 8 9 10

■ _____
1 2 3 4 5 6 7 8 9 10

■ _____
1 2 3 4 5 6 7 8 9 10

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10. I have found my true purpose, and can easily answer the questions in the right-hand column.

“Am I coaching the right type of client?”

Yes

No

“Am I really excited and passionate about helping my clients in this area?”

Yes

No

“What really gets me all fired up and enthusiastic? What gets me in the zone so that time flies by and I’m energized after a client leaves, instead of drained?”

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ACTIONS I HAVE TAKEN:

(List these as you adopt and habitually follow each one)

- Ask for (new) testimonials
- Make a scrapbook, memory box or file of my successes
- Taken assertiveness training
- Raised my rates
- Fired clients that drain me
- Found the right help

- Joined a group where I can practice public speaking

- Joined my local Chamber of Commerce or another business organization

- Volunteered to assist my local business community

Other:

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I hope that you can put this printable worksheet and checklist to good use. Please feel free to contact me if you have any questions about using it.

You can reach me at

<http://lisamcope.com/help>

Wishing you much success,

Lisa M Cope

<http://lisamcope.com>